


Subject: Re: Historic Core Business Improvement District
From: Blair Besten
Date: 02/25/2016 11:47 AM
To: Avak Sarafian
CC: Pauline Medina <pauline.medina@lacity.org>

Yes, Avak that is true. However the form to fill out is not intuitive, as I said. No sense in filling out incorrectly and submitting, only to have it kicked back and delay further. You gave me an email with no contact person at ITA.BAVN.org to reach out to for assistance with this -- after several attempts since December, I have still received no response. I cannot finish without guidance.

Thanks

	<p>Blair Besten <i>Executive Director</i></p> <p>209-211 W 5th Street Los Angeles, California 90013</p> <p>p 213.488.1901 c 213.700.9829 HistoricCore.BID</p> <p>FOLLOW US ON: facebook / twitter / instagram</p> <p>24HR HOTLINE: 213/239-8336</p>
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On Thu, Feb 25, 2016 at 11:42 AM, Avak Sarafian <avak.sarafian@lacity.org> wrote:
Good Morning Blair,

I just checked the LABAVN system and could not find EBO or EEO documentation. There are two contract ordinance related requirements that must be fulfilled via the online Los Angeles Business Assistance Virtual Network (LABAVN) system at <http://www.labavn.org>.. Equal Benefits Ordinance and Equal Employment Opportunity. Please print and complete these forms and then resubmit them to the system. When this is done, let me know so that I can notify Public Works. They will review and approve these documents. If you have any questions about LABAVN, please contact the Information Technology Agency at ITA.BAVN.org.

Thanks,
Avak S.
[\(213\) 978-1087](tel:2139781087)

On Tue, Nov 17, 2015 at 4:39 PM, Avak Sarafian <avak.sarafian@lacity.org> wrote:
Hi Blair,

OK. Thanks. Let me know when the LABAVN docs are submitted so I can notify Public Works.

Avak S.
[\(213\) 978-1087](tel:2139781087)

On Tue, Nov 17, 2015 at 4:38 PM, Blair Besten <blair@historiccore.bid> wrote:

The HCBID is the original name -- for some reason it was changed on the contract with the City back in 2008 to HDLABID while remaining officially and legally registered as the HCBID. Both are us.

Thanks

BLAIR BESTEN

Executive Director

209-211 West 5th Street
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On Tue, Nov 17, 2015 at 4:35 PM, Avak Sarafian <avak.sarafian@lacity.org> wrote:

Hi Blair,

OK. It looks like the proof of insurance is OK. Please confirm whether the following are one and the same OR different organizations:

- 1: Historic **Core** Business Improvement District Property Owners Association, Inc.
- 2: Historic **Downtown Los Angeles** Business Improvement District Property Owners Association, Inc.

Also, don't forgot to submit LABAVN docs.

Thanks,
Avak S.
[\(213\) 978-1087](tel:213.978.1087)

On Tue, Nov 17, 2015 at 4:29 PM, Blair Besten <blair@historiccore.bid> wrote:

I'm comfortable with as is. The owners just want their reimbursement! ;)

BLAIR BESTEN

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On Tue, Nov 17, 2015 at 1:02 PM, Avak Sarafian <avak.sarafian@lacity.org> wrote:

Good Afternoon Blair,

Should I send the contract back or would you like it to be presented to the City Attorney as is after the insurance and LABAVN docs are addressed?

Thanks,
Avak S.
[\(213\) 978-1087](tel:213.978.1087)

On Tue, Nov 17, 2015 at 12:35 PM, Blair Besten <blair@historiccore.bid> wrote:

It always has been in the past. We have a contract with the city anyway. The officers also can sign but

typically I have been the signatory.

Blair Besten
Sent from my iPhone

On Nov 17, 2015, at 10:16 AM, Avak Sarafian <avak.sarafian@lacity.org> wrote:

Hi Blair,

If the Board Member has been granted authority by the Board to sign, then the Board member may sign. If no such authority exists, the City Attorney will determine whether one signature is sufficient when the contract is handed to her for review.

Thanks,
Avak S.
[213-978-1087](tel:213-978-1087)

On Tue, Nov 17, 2015 at 10:02 AM, Blair Besten <blair@historiccore.bid> wrote:

Avak,

Do you know what kind of officer? We have a staff of two. Will a board member suffice?

Blair Besten
Sent from my iPhone

On Nov 17, 2015, at 9:50 AM, Avak Sarafian <avak.sarafian@lacity.org> wrote:

Good Morning Blair,

I received the three contract duplicates today. The following items needs to be addressed:

1. The contract duplicates were only signed by one officer of the organization. The contract needs to be signed by two (2) officers of your organization. Please let me know if you'd like to pick up the contract duplicates from City Hall or if I should mail them to: 209-211 West 5th Street LA CA 90013.

2. Proof of Insurance - Proof of insurance on file in the City's track4la system begins on 05/01/15. However, the contract start date is 01/01/15. Proof of insurance for the entire time period of the contract is needed. Therefore, please have your insurance provider submit proof of General Liability insurance to cover 05/01/14 - 05/01/15. (See Form 146 - the last page of the contract for details.)

3. LABAVN - There are two contract ordinance related requirements that must be fulfilled via the online Los Angeles Business Assistance Virtual Network (LABAVN) system at <http://www.labavn.org>. I could not find either of the two items in the LABAVN system: Equal Benefits Ordinance and Equal Employment Opportunity. Please print and complete these forms and then resubmit them to the system. When this is done, let me know so that I can notify Public Works. They will review and approve these documents. If you have any questions about LABAVN, please contact the Information Technology Agency at ITA.BAVN.org.

If you have any questions, please call me at [\(213\) 978-1087](tel:213-978-1087).

Thanks,
Avak S.

